

DD/A Registry  
File Medical

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Acting EO/DDA

DD/A 79-0578/3

12 April 79

Attached for your review is a proposed Headquarters Notice concerning smoking and nonsmoking areas in the building. The Notice has been drafted pursuant to GSA regulations which were signed last week and presumably will be published shortly.

As I am sure you are aware, this is a sticky area. Would you please review and forward any comments to me by COB, 27 April.

What the Office of Logistics hopes will come out of this review will be opinions of various offices and a list of potential problem areas that will result from the Notice.

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Distribution:

- 1-Ea Office Director/Staffs
- 1-DDA Chrono
- ✓ 1-DDA Subject
- 1-A-EO/DDA

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## SMOKING IN AGENCY-OCCUPIED BUILDINGS AND FACILITIES

1. A policy on smoking in Federally controlled buildings has been under review for almost a year. A preliminary regulation, published in the Federal Register early in September 1978, has been reviewed by this Agency, as well as by other elements of the Government, in an effort to provide an equitable balance between the rights of smokers and nonsmokers alike. As a result of considerable thought and negotiation, the following regulation is based on Title 41, Code of Federal Regulations, Part 101-20.109-10, dated 25 August 1978.

2. Effective \_\_\_\_\_, smoking will be prohibited in the following places:

a. Auditoriums, classrooms, conference rooms, and elevators. "No Smoking" signs will be posted inside, and receptacles for smoking refuse will be placed outside the entrances.

b. Shuttle vehicles.

c. Areas where there are flammable liquids, gases, and vapors and all locations where there is a collection of readily ignitable combustible material.

d. Libraries, except in the nonstack areas specifically designated as "Smoking" areas.

e. The "No Smoking" areas established in cafeterias and identified by appropriate "No Smoking" signs.

3. Employees occupying a private office are authorized to designate that office as a "No Smoking" area.

4. Smoking in open work spaces may be allowed, and supervisors should plan work space so that employees who desire "No Smoking" areas can be accommodated provided:

a. Efficiency of work units will not be impaired.

b. Additional space will not be required.

c. Costly alterations or procurement of additional office equipment will not be necessary.

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5. In medical facilities, smoking will be restricted to waiting areas, staff lounges, private offices, and specially designated areas. Waiting areas will be divided into "Smoking" and "No Smoking" sections whenever possible.

6. Approved signs will be conspicuously placed alerting employees to areas designated "Smoking" or "No Smoking." Additionally, "Thank You For Not Smoking" tent card signs will be available in Agency supply rooms for employees wishing to display them in private offices.

7. Every effort will be made to accommodate the personal desires of individuals in line with reasonable and effective management of the Agency. I'm sure we can maintain a fair and equitable program in keeping with this Federal regulation on the basis of mutual respect and concern for the desires and welfare of one another. With the good faith and cooperation of each employee, the Agency will have an effective program to control smoking in our buildings and facilities.

Don I. Wortman  
Deputy Director  
for  
Administration

DISTRIBUTION: ALL EMPLOYEES